

**STEVEN WINTER ASSOCIATES**

**COMPREHENSIVE PROFESSIONAL ENERGY SERVICES**

**BPA #GS-23F-PE007**

**FOR**

**REGIONS 1, 2, 3, & 4**

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**PERIOD OF PERFORMANCE:**

**BASE PERIOD: DATE OF AWARD THRU DECEMBER 31, 2010**  
**OPTION YEAR 1: JANUARY 1, 2011 – DECEMBER 31, 2011**  
**OPTION YEAR 2: JANUARY 1, 2012 – DECEMBER 31, 2012**  
**OPTION YEAR 3: JANUARY 1, 2013 – DECEMBER 31, 2013**  
**OPTION YEAR 4: JANUARY 1, 2014 – DECEMBER 31, 2014**

General Services Administration  
Blanket Purchase Agreement  
(BPA Establishment Package Recovery –Team)  
for  
Comprehensive Professional Energy Services  
under the  
Federal Strategic Sourcing Initiative

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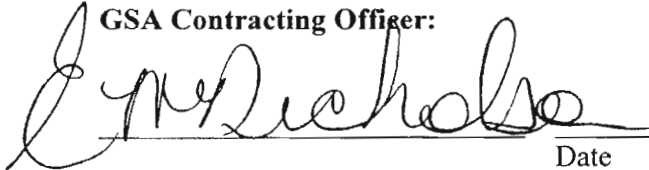
## BLANKET PURCHASE AGREEMENT

In the spirit of the Federal Acquisition Streamlining Act, the General Services Administration (GSA) and Steven Winter Associates, Inc. hereby agree to enter into a cooperative Blanket Purchase Agreement (BPA), number GS-23F-PE007, in support of the GSA and its customer agencies. The intent is to further reduce administrative costs by acquiring commercial items and services from GSA Federal Supply Schedule contracts, specifically Contract Number GS-21F-0117V awarded under GSA Schedules 03FAC, Facilities and Maintenance and 00CORP, Consolidated Services for Comprehensive Professional Energy Services. The total estimated value of all BPAs established under RFQ#411853 is \$500 million.

Federal Supply Schedule BPAs eliminate contracting and open market costs such as the search for sources, the development of technical documents and solicitations, and the evaluation of proposals. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from GSA Schedules 03FAC and 00CORP contracts. This will result in a purchasing mechanism for the Government that works more efficiently and costs less.

Steven Winter Associates, Inc. proposed a range of escalations consistent with the GSA Schedule and Alliance proposed an annual 2.7% BPA escalation rate. Therefore, Steven Winter Associates and Alliance proposed escalation rates, technical and price submissions, amendments and any clarification information in response to RFQ#411853 is hereby incorporated by reference.


**GSA Contracting Officer:**

 12.29.09  
Date

BPA Contracting Officer

**Steven Winter Associates, Inc.**

**Lead Contractor for Team** \_\_\_\_\_ :

	12/30/2009
Signature	Date
Steven Winter	President
Printed Name	Title

## **I. TASK ORDER TYPES AND LOCATIONS**

While firm-fixed price orders are preferred, GSA and other agencies may place orders in any format permissible under the Contractor's GSA Schedule 03FAC or 00CORP contract.

GSA intends to establish one or more BPA(s) per region as defined below. Work may be required in any GSA office, other Government Agency, or Contractor location.

Local travel is expected and shall be at the Contractor's expense. If the ordering Agency requires travel outside of the Contractor's assigned Region, then the Government will authorize and pay for travel in accordance with Federal Travel Regulations in accordance with the Contractor's GSA Schedule terms and conditions, and as agreed to at the Task Order level (See V.5 for more information). GSA's 11 Regions are:

**New England Region** (headquartered in Boston, MA): includes Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

**Northeast and Caribbean Region** (headquartered in New York, NY): includes New York, New Jersey, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands.

**Mid-Atlantic Region** (headquartered in Philadelphia, PA): includes Delaware, Maryland (excluding Montgomery and Prince George's counties), southern New Jersey, Pennsylvania, Virginia (excluding the cities of Alexandria, Falls Church, and Arlington, Fairfax, Loudon, and Prince William counties), and West Virginia.

**Southeast Region** (headquartered in Atlanta, GA): includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.

**Great Lakes Region** (headquartered in Chicago, IL): includes Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.

**Heartland Region** (headquartered in Kansas City, MO): includes Missouri, Kansas, Iowa, and Nebraska.

**Greater Southwest Region** (headquartered in Fort Worth, TX): includes Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

**Rocky Mountain Region** (headquartered in Denver, CO): includes Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.

**Pacific Rim Region** (headquartered in San Francisco, CA): includes Arizona, California, Hawaii, Nevada, and Guam and other US territories.

**Northwest/Arctic Region** (headquartered in Auburn, WA): includes Alaska, Idaho, Oregon, and Washington.

**National Capital Region/Central Office:** DC Metro area, including Washington, DC; Maryland (Montgomery and Prince George's counties); and Virginia (the cities of Alexandria and Falls Church, and Arlington, Fairfax, Loudoun, and Prince William

## **II. ORDERING PROCEDURES**

GSA intends to establish multiple BPA(s) in each of its eleven regions with GSA Schedule 03FAC and 00CORP contract holders. Ordering activities shall follow ordering procedures in FAR Subparts 8.405-2 and 8.405-3 as applicable.

In general, GSA and other ordering agencies will order directly from BPA holders based on the place of performance (building location) within the GSA Region where the work is required.

In regions where GSA establishes multiple BPAs, ordering activities shall process orders as follows:

- For orders at or below the micro-purchase threshold, an ordering activity may place orders directly with any BPA holder in the region.
- For orders over the micro-purchase threshold and up to \$100,000.00, an ordering activity shall forward the requirement, or statement of work and evaluation criteria, to at least three (3) BPA holders in the region.
- For orders over \$100,000.00, the ordering activity shall forward the requirement or statement of work and evaluation criteria to all BPA holders in the applicable region.

The ordering activity will evaluate all responses received and place the order with the BPA holder that represents best value to the Government. In general, the ordering activities will expect contractors to prepare quotes within one or two days of issuing a Task Order.

For administrative convenience, BPA orders may include "open market" items (e.g., items that have not already been priced, evaluated and awarded on the Contractor's GSA Schedule) as long as the value of "open market" items included in the order do not exceed the applicable micro-purchase threshold as defined in FAR 2.101. The items must also be clearly identified as "open market" items, in accordance with FAR Subpart 8.402(f).

In addition, a deviation to Federal Acquisition Regulation (FAR) Part 51 was recently granted, giving contractors access to the Federal Supply Schedule (FSS) and Global Supply Program. As approved by the Task Order Contracting Officer (CO), BPA holders may issue task or delivery orders against FSS contracts or process requisitions through the Global Supply Program to provide a total solution to the Government. Orders issued under the FAR Part 51 deviation authority will be limited to the ordering procedures outlined in FAR Subpart 8.405-1, Ordering Procedures for Supplies and Services not requiring a Statement of Work. These procedures are used when ordering supplies that are listed in the schedules contracts for the performance of a specific task. Such support materials may be procured on a straight reimbursable basis as a separate CLIN with no add on.

### III. STATEMENT OF OBJECTIVES

The following are the scope and objectives of this BPA. At a minimum, the Government will use the performance metrics in Attachment A, Performance Metrics for Contractor BPA and Task Order Performance, to determine acceptable performance and quality for meeting the objectives. Ordering activities may also negotiate with contractors to include appropriate metrics at the Task Order level to meet Agency specific requirements and standards including those for energy savings, water conservation, and high-performance green buildings. Contractors who meet or exceed the metrics in Appendix A may be able to earn additional performance periods on their BPAs (See V.2, Period of Performance). Contractors who fail to meet the metrics may have their BPAs cancelled at the BPA Contracting Officer's (CO) discretion or may not receive additional options.

This Statement of Objectives complies with the American Recovery and Reinvestment Act of 2009 (The Recovery Act), EPACT 2005, the Energy Independence and Security Act of 2007 (EISA) and their successors. It also complies with Executive Orders 13423 and 13514, and their successors, and their associated Memorandum of Understanding guidelines. It also supports the EISA energy conservation goals and the standards for high performance green buildings.

#### III.1 General Requirements

This BPA requires the contractor to provide any or all of the Comprehensive Professional Energy Services that are available on (*select one*)

\_\_\_\_\_ Schedule 03FAC, Special Item Numbers (SINs) 871-202 through 871-210, SIN 003-97 and SIN 800-1000

\_\_\_\_\_ 00CORP SIN CR 0799 A Energy Management Services, SIN 003-97 and SIN 800-1000

The scope of this BPA includes the range of services and solutions for the Government to satisfy the requirements of The Recovery Act, EISA, and Executive Orders 13423 and 13514, and their successors. It is the intention of the Government to establish a scope that is broad, sufficiently flexible to satisfy requirements that may change over the period of performance, and fully comprehensive to embrace the full complement of services that relate to energy conservation and the use of renewable energy sources. The Government will require the contractor to provide the services listed in Table 1 below that encompass the SINs listed above. Contractors may find additional descriptions on the GSA Schedule 03FAC web site.

***Table 1 -Comprehensive Professional Energy Services***

<b>SIN</b>	<b>Description</b>
003-97 – Ancillary Repairs and Alternations	Any necessary repairs or alternations to products and services purchased under other SINs in the Schedule.
800-1000 – Other Direct Costs	Charges in direct support of services provided under all other SINs in the Services Department. These charges include accessories or ancillary services or products/equipment needed for, or utilized in performance of, a specific task under this department.
871-202 Energy Management Planning and Strategies	A four-phase comprehensive energy management solution including consulting, concept development and requirements analysis, implementation and change management, and measurement and verification.

<b>SIN</b>	<b>Description</b>
871-203 Training on Energy Management	Including, but not limited to reducing energy consumption, mitigating energy system risks, operating systems efficiently, choosing systems, and certification programs such as Leadership in Energy and Environmental Design (LEED).
871-204 Metering Services	Installation of metering services and systems including basic metering, advanced systems, maintenance, installation, removal and disposal of old systems, and using system data to measure results.
871-205 Energy Program Support Services	Includes billing and management oversight and assistance in preparing energy related statements of work. May include certification programs such as LEED.
871-206 Building Commissioning Services	Commissioning, re-commissioning and retro-commissioning of new construction, major modernization projects, and existing buildings to ensure they are designed to operate as energy efficient as possible. May include building certification programs such as LEED.
871-207 Energy Audit Services	Developing, executing and reporting on audit plans, or performing energy or water audits ranging from cursory to comprehensive.
871-208 Resource Efficiency Management	Provide information on steps to improve energy efficiency including onsite analysis and acting as a resource efficiency advocate individual or aggregated buildings.
871-209 Innovations in Energy	Provide innovative approaches to renewable or sustainable energy, sustainability services, and energy management technology and services.
871-210 Water Conservation	Services and consulting related to the reduction of water usage, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. These services can include facility water audits, water balance, and water system analysis.
CR 799A Energy Management Services (Consolidated) "For the purpose of this requirement renewable energy source compliance is provided"	Includes energy management program support (e.g., energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight, and preparing agency statements of work); energy audit services; supplying natural gas sources; supplying electricity (renewable sources too) . " All sources shall be in compliance with DOE renewable guidance entitled "Renewable Energy Requirement Guidance for EPACT 2005 and Executive Order 13423 found at <a href="http://www1.eere.energy.gov/femp/pdfs/epact05_renewergyguide.pdf">http://www1.eere.energy.gov/femp/pdfs/epact05_renewergyguide.pdf</a>

Note – The SIN descriptions provided above are abbreviated and not verbatim from the GSA Schedules. The contractor shall be required to provide the services indicated in its Schedule contract and BPA.

### **III.2 Objectives**

The contractor shall perform the services listed above to assist the Government in meeting the objectives listed below. Success in meeting these objectives will positively affect the Contractor's ability to meet the stated performance metrics listed in Attachment A.

#### **III.2.1 Meet The Recovery Act, EISA and Executive Orders 13423 and 13514, and their successors, requirements for energy reduction and water conservation**

- The contractor shall work with Government Agencies when tasked to meet the specific energy reduction and water conservation measures specified in The Recovery Act, EISA, Executive Orders 13423 and 13514, their successors, and other public laws and regulations by:



- Performing audits, reviews, energy consumption surveys, and other studies to provide sound recommendations for optimizing building performance and reducing energy costs by identifying energy efficiency improvements and demand reduction strategies. Audits performed by contractors shall comply with DOE guidance related to section 432 of EISA 2007 requirements for energy evaluations entitled **Facility Energy Management Guidelines and Criteria for Energy and Water Evaluations in Covered Facilities (42 U.S.C. 8253 Subsection (f) Use of Energy and Water Efficiency in Federal Buildings)** 25 November 2008. ([http://www1.eere.energy.gov/femp/pdfs/eisa\\_s432\\_guidelines.pdf](http://www1.eere.energy.gov/femp/pdfs/eisa_s432_guidelines.pdf)).
- Providing consulting services and surveys to identify energy conservation measures and provide sound recommendations to meet energy and water conservation standards.
- Confirming and updating the records of major equipment and infrastructure systems for energy and water management to enable the Government to properly inventory and maintain it, and make informed decisions to replace old equipment.
- Providing sound strategies that reflect industry “best practices” to assist Agencies with providing standardized and uniform assessments for maintaining and measuring energy savings and water conservation improvements. Contractors shall follow the guidance in DOE Federal Energy Management Measurement and Verification Guidelines as well as International Performance Measurement and Verification Guidelines for maintaining and measuring savings related to energy and water retrofits. This is required for the Government to use when financing energy and water retrofits, but could be used for any Government project. Refer to [http://www1.eere.energy.gov/femp/pdfs/mv\\_guidelines.pdf](http://www1.eere.energy.gov/femp/pdfs/mv_guidelines.pdf) for more information.
- Working with Agencies to comply with Federal Energy Management Program and EPACT 2005, EISA, and their successors requirements for energy usage metering in all Federal buildings and recommending the best implementation of advanced meters and other environmental monitoring systems (EMS) that enable the effective management of the environmental aspects of the Agency’s internal operations and activities.
- Implementing identified and approved energy conservation measures and other energy efficiency and water conservation recommendations and solutions approved by the Government in accordance with agreed to schedules.
- Providing renovation and other services as required that implement building sustainability strategies including resource conservation, reduction and use; siting; and indoor environmental quality that enable a LEED (new construction, core, shell and commercial interiors) or LEED Existing Buildings Operation and Maintenance (EBOM) Silver rating for the building.
- Assisting the Government with identifying and applying for rebates and other financial incentives that the Government is entitled to.
- Providing viable plans that will move an agency from red or yellow to green on its OMB Energy Management scorecard.
- Assisting Agencies in developing Energy Star® performance ratings for its buildings and in setting energy performance targets and planning building upgrades.

- Working with Agencies to achieve Federal Energy Management Program and EPACT 2005 (and its successors) requirements for meeting goals for using energy from renewable sources and for reducing water usage and recommending solutions using sustainable energy practices.

### **III.2.2 Partner with the Government to meet reporting requirements, meet socioeconomic goals and provide outstanding customer service**

- The contractor shall ensure all data and reports required by The Recovery Act, the Energy Independence and Security Act of 2007 (Public Law 110-140), EPACT 2005, Executive Order 13423, and their successors, the LEED program, the Federal Energy Management program (FEMP), the Energy Star® program and other energy related programs are submitted accurately and on schedule as specified.
- The contractor shall provide other data and reports on schedule as requested by the specific Task Order.
- The contractor shall maintain a high level of customer satisfaction as measured by customer satisfaction surveys.
- The contractor shall assist the Government with meeting its socio-economic goals by using small businesses where appropriate.
- The contractor shall follow documented quality control processes and plans to identify problems and potential solutions, keep the Government informed and implement effective solutions on schedule.

## **IV. REPORTING REQUIREMENTS**

The Government anticipates placing Task Orders that support the requirements of The Recovery Act. The legislation carries extensive reporting, tracking, and monitoring requirements.

Contractors shall provide written notification to the BPA Contracting Officer within five (5) days of all new Task Orders awarded under this BPA. The notification shall include a brief description of the task, name of the requiring entity, period of performance, and estimated dollar value. In addition, the Contractor shall provide one complete copy of each order placed under the BPA to the BPA Contracting Officer within the five-day timeframe.

In addition, Contractors shall electronically update and submit monthly status reports to the BPA Contracting Officer using the format identified in Attachment B. Reports are to be submitted by the 15th of the following month. If the 15th is a holiday or weekend, orders are to be submitted by the first workday following the 15th of the month. Contractors with no volume are still required to submit the monthly status report.

The status reports shall be cumulative, beginning from the time of BPA establishment, and include the following organized by Task Order number:

- Item No.
- BPA Task Order No.
- Ordering Entity

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This Statement of Objectives complies with the American Recovery and Reinvestment Act of 2009 (The Recovery Act), EPACT 2005, the Energy Independence and Security Act of 2007 (EISA) and their successors. It also complies with Executive Orders 13423 and 13514, and their successors, and their associated Memorandum of Understanding guidelines. It also supports the EISA energy conservation goals and the standards for high performance green buildings.

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\_\_\_\_\_ Schedule 03FAC, Special Item Numbers (SINs) 871-202 through 871-210, SIN 003-97 and SIN 800-1000

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***Table 1 -Comprehensive Professional Energy Services***

<b>SIN</b>	<b>Description</b>
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<b>SIN</b>	<b>Description</b>
871-203 Training on Energy Management	Including, but not limited to reducing energy consumption, mitigating energy system risks, operating systems efficiently, choosing systems, and certification programs such as Leadership in Energy and Environmental Design (LEED).
871-204 Metering Services	Installation of metering services and systems including basic metering, advanced systems, maintenance, installation, removal and disposal of old systems, and using system data to measure results.
871-205 Energy Program Support Services	Includes billing and management oversight and assistance in preparing energy related statements of work. May include certification programs such as LEED.
871-206 Building Commissioning Services	Commissioning, re-commissioning and retro-commissioning of new construction, major modernization projects, and existing buildings to ensure they are designed to operate as energy efficient as possible. May include building certification programs such as LEED.
871-207 Energy Audit Services	Developing, executing and reporting on audit plans, or performing energy or water audits ranging from cursory to comprehensive.
871-208 Resource Efficiency Management	Provide information on steps to improve energy efficiency including onsite analysis and acting as a resource efficiency advocate individual or aggregated buildings.
871-209 Innovations in Energy	Provide innovative approaches to renewable or sustainable energy, sustainability services, and energy management technology and services.
871-210 Water Conservation	Services and consulting related to the reduction of water usage, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. These services can include facility water audits, water balance, and water system analysis.
CR 799A Energy Management Services (Consolidated) "For the purpose of this requirement renewable energy source compliance is provided"	Includes energy management program support (e.g., energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight, and preparing agency statements of work); energy audit services; supplying natural gas sources; supplying electricity (renewable sources too). "All sources shall be in compliance with DOE renewable guidance entitled "Renewable Energy Requirement Guidance for EPACT 2005 and Executive Order 13423 found at <a href="http://www1.eere.energy.gov/femp/pdfs/epact05_renewergyguide.pdf">http://www1.eere.energy.gov/femp/pdfs/epact05_renewergyguide.pdf</a>

Note – The SIN descriptions provided above are abbreviated and not verbatim from the GSA Schedules. The contractor shall be required to provide the services indicated in its Schedule contract and BPA.

### **III.2 Objectives**

The contractor shall perform the services listed above to assist the Government in meeting the objectives listed below. Success in meeting these objectives will positively affect the Contractor's ability to meet the stated performance metrics listed in Attachment A.

#### **III.2.1 Meet The Recovery Act, EISA and Executive Orders 13423 and 13514, and their successors, requirements for energy reduction and water conservation**

- The contractor shall work with Government Agencies when tasked to meet the specific energy reduction and water conservation measures specified in The Recovery Act, EISA, Executive Orders 13423 and 13514, their successors, and other public laws and regulations by:

- Performing audits, reviews, energy consumption surveys, and other studies to provide sound recommendations for optimizing building performance and reducing energy costs by identifying energy efficiency improvements and demand reduction strategies. Audits performed by contractors shall comply with DOE guidance related to section 432 of EISA 2007 requirements for energy evaluations entitled **Facility Energy Management Guidelines and Criteria for Energy and Water Evaluations in Covered Facilities (42 U.S.C. 8253 Subsection (f) *Use of Energy and Water Efficiency in Federal Buildings*) 25 November 2008.** ([http://www1.eere.energy.gov/femp/pdfs/eisa\\_s432\\_guidelines.pdf](http://www1.eere.energy.gov/femp/pdfs/eisa_s432_guidelines.pdf)).
- Providing consulting services and surveys to identify energy conservation measures and provide sound recommendations to meet energy and water conservation standards.
- Confirming and updating the records of major equipment and infrastructure systems for energy and water management to enable the Government to properly inventory and maintain it, and make informed decisions to replace old equipment.
- Providing sound strategies that reflect industry “best practices” to assist Agencies with providing standardized and uniform assessments for maintaining and measuring energy savings and water conservation improvements. Contractors shall follow the guidance in DOE Federal Energy Management Measurement and Verification Guidelines as well as International Performance Measurement and Verification Guidelines for maintaining and measuring savings related to energy and water retrofits. This is required for the Government to use when financing energy and water retrofits, but could be used for any Government project. Refer to [http://www1.eere.energy.gov/femp/pdfs/mv\\_guidelines.pdf](http://www1.eere.energy.gov/femp/pdfs/mv_guidelines.pdf) for more information.
- Working with Agencies to comply with Federal Energy Management Program and EPACT 2005, EISA, and their successors requirements for energy usage metering in all Federal buildings and recommending the best implementation of advanced meters and other environmental monitoring systems (EMS) that enable the effective management of the environmental aspects of the Agency’s internal operations and activities.
- Implementing identified and approved energy conservation measures and other energy efficiency and water conservation recommendations and solutions approved by the Government in accordance with agreed to schedules.
- Providing renovation and other services as required that implement building sustainability strategies including resource conservation, reduction and use; siting; and indoor environmental quality that enable a LEED (new construction, core, shell and commercial interiors) or LEED Existing Buildings Operation and Maintenance (EBOM) Silver rating for the building.
- Assisting the Government with identifying and applying for rebates and other financial incentives that the Government is entitled to.
- Providing viable plans that will move an agency from red or yellow to green on its OMB Energy Management scorecard.
- Assisting Agencies in developing Energy Star® performance ratings for its buildings and in setting energy performance targets and planning building upgrades.

- Working with Agencies to achieve Federal Energy Management Program and EPACT 2005 (and its successors) requirements for meeting goals for using energy from renewable sources and for reducing water usage and recommending solutions using sustainable energy practices.

### **III.2.2 Partner with the Government to meet reporting requirements, meet socioeconomic goals and provide outstanding customer service**

- The contractor shall ensure all data and reports required by The Recovery Act, the Energy Independence and Security Act of 2007 (Public Law 110-140), EPACT 2005, Executive Order 13423, and their successors, the LEED program, the Federal Energy Management program (FEMP), the Energy Star® program and other energy related programs are submitted accurately and on schedule as specified.
- The contractor shall provide other data and reports on schedule as requested by the specific Task Order.
- The contractor shall maintain a high level of customer satisfaction as measured by customer satisfaction surveys.
- The contractor shall assist the Government with meeting its socio-economic goals by using small businesses where appropriate.
- The contractor shall follow documented quality control processes and plans to identify problems and potential solutions, keep the Government informed and implement effective solutions on schedule.

## **IV. REPORTING REQUIREMENTS**

The Government anticipates placing Task Orders that support the requirements of The Recovery Act. The legislation carries extensive reporting, tracking, and monitoring requirements.

Contractors shall provide written notification to the BPA Contracting Officer within five (5) days of all new Task Orders awarded under this BPA. The notification shall include a brief description of the task, name of the requiring entity, period of performance, and estimated dollar value. In addition, the Contractor shall provide one complete copy of each order placed under the BPA to the BPA Contracting Officer within the five-day timeframe.

In addition, Contractors shall electronically update and submit monthly status reports to the BPA Contracting Officer using the format identified in Attachment B. Reports are to be submitted by the 15th of the following month. If the 15th is a holiday or weekend, orders are to be submitted by the first workday following the 15th of the month. Contractors with no volume are still required to submit the monthly status report.

The status reports shall be cumulative, beginning from the time of BPA establishment, and include the following organized by Task Order number:

- Item No.
- BPA Task Order No.
- Ordering Entity



- Description of Work
- Ordering CO Name and Phone Number/E-Mail Address
- Period of Performance
- Firm Fixed Price (Y/N)
- Other Than FFP/Funded Amount
- Recovery Act-related (Y/N)
- Description of Material Modifications (scope changes, funding increases, etc.)
- Energy Consumption Progress

The Contractor report (Attachment B) shall include these and other fields as required, including energy reduction, if required by the BPA Contracting Officer. Additional reporting fields may be added, at no additional cost.

Finally, for orders utilizing the Recovery Act funds, the Contractor shall report the following information on a quarterly basis as required by the Recovery Act. The contractor shall follow the instructions and enter the required data on [www.FederalReporting.gov](http://www.FederalReporting.gov).

- BPA number and Task Order number
- Amount of recovery funds invoiced during the reporting period
- List of significant services and supplies
- Program or Project title
- Description of purpose and outcomes
- Assessment of progress (not started, <50%, 50% >50%, completed)
- Description of employment impact – number and type of jobs created and retained
- Names and total compensation of five highest compensated officers of the contractor during the contractor's FY of award if total contracts are greater than \$25 million and represents at least 80% of revenue and not otherwise publically available
- Information on first-tier sub contractors (Name, DUNS, address, subcontract amount, date, description of products and services, compensation (same as above))

Note that the Recovery Act reporting requirements may change when FederalReporting.gov is complete.

## **V. ADDITIONAL TERMS AND CONDITIONS**

### **V.1. General**

The Contractor shall comply with all terms and conditions of the awarded GSA Schedule contract under this BPA and orders issued against the BPA. The terms and conditions of the Contractor's GSA Schedule contract shall prevail over the BPA and Task Orders, except to the extent that lower prices established in the resulting BPA or Task Orders take precedence over the GSA Schedule contract higher prices.

The terms and conditions in this BPA apply to all orders placed pursuant to it. In the event of an inconsistency between the provisions of the BPA and Task Orders, the provisions of this BPA will take precedence.

BPAs do not obligate funds. The Government is obligated only to the extent of authorized orders made under the BPAs. It is the responsibility of the individual ordering entities under the BPAs to ensure adequate funds are available. There is no limit on the dollar value of orders made under the resultant BPAs. The maximum order limitation in the GSA Schedule contract is for determining discounts and does not limit the dollar value of an order.

### **V.2. Period of Performance**

The period of performance will be no longer than five (5) years, consisting of a maximum one-year base period and two (2) one-year option periods; Contractors may earn up to two (2) additional 1-year option periods based on outstanding performance against the performance metrics and standards outlined in the Attachment A – Metrics for Contractor BPA and Task Order Performance. The Government may not exercise the option of Contractors that do not attain the performance standards. The estimated period of performance is provided below, though the dates are subject to change based on date of BPA establishment.

Base Year	Date of BPA Establishment through December 31, 2010
Option Year 1:	January 1, 2011 – December 31, 2011
Option Year 2:	January 1, 2012 – December 31, 2012
Option Year 3:	January 1, 2013 – December 31, 2013 (optional based on performance)
Option Year 4:	January 1, 2014 – December 31, 2014 (optional based on performance)

The target date for BPA establishment is December 31, 2009. BPAs established with new contractors will have an initial base period of performance that covers the period between the date the BPA is established and the next review date for all BPAs. This will allow the Government to complete all BPAs at the same time. The BPA period of performance duration is based on FAR Subpart 8.405-3(4) (b) (3) (c).

A BPA may extend beyond the current term of the BPA holder's GSA Schedule contract, as long as there are options in the associated GSA Schedule contract that, if exercised, will cover the BPA's period of performance. The Government may unilaterally extend the term of the BPA by written notice to the Contractor(s) at any time prior to expiration of the current period of performance. The Government reserves the right to add new contractors to the BPA at any time if it is in the Government's best interest.

The Contractor shall notify the BPA CO no less than sixty (60) days prior to the expiration of the Contractor's GSA Schedule 03FAC or 00CORP contract that its contract is about to expire. The BPA will not extend beyond the final expiration of the Contractor's GSA Schedule 03FAC contract.

Termination procedures for Task Orders are addressed in the underlying schedule contract for each BPA. Based on price and performance, the Government will determine if the BPA remains in its best interest.

The government will use the metrics in Attachment A to cancel BPAs of under-performing contractors and incentivize high-performing contractors. The Government will cancel BPAs by:

- Allowing BPAs to expire instead of exercising an option to renew
- Cancelling the BPAs under the provisions identified in the RFQ – The Government expects the Contractor to meet the performance standards described in Attachment A. At a minimum, the Government will review a contractor's performance annually against the performance standards. If the contractor is not able to meet the performance standards, the Government reserves the right to cancel the BPA as it may no longer represent the best-value to the Government in accordance with FAR Subpart 8.403 (d)(3)(d).
- Taking other actions that may be permitted under the BPA's terms and conditions.

Individual ordering activities will specify in each Task Order issued the process for assessing contractor work performance on a periodic basis. Individual Task Orders will also specify the corrective action the ordering activity will take if contractor performance is unsatisfactory. At a minimum, the ordering activity shall use the metrics specified in Attachment A to assess performance monthly.

### **V.3. Authorized Users**

Any GSA CO or any warranted CO from a Federal agency, acting within the scope of his or her delegated procurement authority, may place orders against this BPA. Authorized users may place orders via any means available, including email, facsimile, or in writing.

### **V.4. Invoicing and Payment**

Invoicing and payment will be handled in accordance with the terms and conditions of the Contractor's GSA Schedule 03FAC or 00CORP contract, and as specified in the Contractor's Contractor Teaming Arrangement (CTA), where applicable. Details regarding payment will be

identified in each Task Order. Attachment D provides details for invoicing and payment for GSA issued Task Orders.

#### **V.5. Travel**

All travel costs associated with the performance of specific Task Orders will be reimbursed in accordance with the Federal Travel Regulations (FTR) and the terms and conditions of the underlying Schedule contract. As such, estimated allowable and allocable travel costs shall not be included in any proposed lump sum price. Costs incurred for transportation and per diem (lodging, meals and incidental expenses) shall be billed in accordance with the regulatory implementation of Public Law 99-234, FAR Subpart 31.205-46 Travel Costs, and the contractor's cost accounting system. These costs are directly reimbursable by the government.

The Contractor shall obtain approval from the Task Order CO, or his/her designee, in writing, of the requirement for reimbursement of transportation and per diem expenses, prior to traveling. This approval shall include a "not to exceed" estimate of these proposed costs. The Government shall not be charged G&A fees for any travel, unless other procedures are specified in the underlying schedule contract. Contractors shall be reimbursed only for incurred costs at or below the "not to exceed" estimate.

Costs for transportation, lodging, meals, and incidental expenses incurred by Contractor personnel on official company business are allowable subject to the limitations contained in FAR Subpart 31.205-46 Travel Costs.

#### **V.6. Price Adjustments**

At no time shall BPA prices exceed awarded prices on the Contractor's GSA Schedule 03FAC or 00CORP contract. The discount pricing relationship established between the GSA Schedule 03FAC or 00CORP rates and the BPA rates at time of BPA establishment shall be maintained throughout the life of the BPA. The Contractor may offer lower prices in individual Task Orders.

If, following approval by the GSA Schedule CO, prices are increased on the Contractor's Schedule contract, the Contractor must notify the BPA CO of any resultant change(s) that affect the BPA. Following this notification, the Contractor may request BPA price increases based on the supporting data supplied by the Contractor to the GSA Schedule CO for the Schedule price increases. Any requested BPA price increases must be approved by the BPA CO. BPA price increases will apply to orders on or after the date that the price increase is incorporated into the BPA, but will not apply retroactively. Contractors may not request price increases within the first six months of BPA establishment.

Any price decreases made to the Schedule contract shall be immediately effective for this BPA and identified immediately to the BPA CO. BPA price decreases shall be based on the same percentage from the Contractor's Schedule contract price list on which the BPA pricing is based.

BPA price changes will not affect ongoing Task Orders unless provided for at the time of Task Order award or as agreed to by the Task Order CO.

#### **V.7. Security**

The Contractor shall comply with the GSA Standard Operating Procedures under HSPD-12. The purpose of HSPD-12 is to establish a common identification standard for Federal Employees and Contractors, when Task Order performance requires routine access to a federally controlled facility and/or routine access to a federally controlled information system. The Contractor shall be responsible for the cost of complying with HSPD-12. GSA prefers personnel with existing or pre-approved clearances. Please review CIO P 2181.1 GSA HSPD-12 Handbook at the following Website for additional information and requirements:

<http://gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17114&channelPage=/ep/channel/gsaOverview.jsp&channelId=-25848>

Additional clearances may be required at the Task Order level.

#### **V.8. Administrative Considerations**

The GSA BPA CO is the only person authorized to make or approve any changes to the requirements or terms and conditions contained in the BPA. In the event the Contractor makes any BPA changes at the direction of any person other than the BPA CO, the change will be considered to have been made without authority and no adjustment will be made to cover any increase in cost incurred as a result thereof.

The GSA points of contact for the administration of this BPA are: (insert GSA BPA level POC information here)

Additional regional points of contact or federal government agency contract officials may be specified after BPA establishment. The Contractor may be asked to provide required BPA deliverables to these points of contact as well.

A separate Task Order CO will be assigned before the performance of each Task Order under this BPA. The Task Order CO will be responsible for administering the applicable Task Order.

The administrative points of contact for the contractor are: (insert contractor POC information here)

#### **V.9. Regional Kickoff Meetings**

The Government may require the contractor to attend regional kickoff meetings within 60 days of BPA establishment. Each region has the option to set the agenda and conduct the meeting. In

resulting order. An executed copy of all proprietary information agreements by individual personnel or on a corporate basis shall be furnished to both the BPA CO and the Task Order CO within fifteen (15) calendar days of execution.

- g. In addition, the Contractor shall obtain from each of its employees, whose anticipated responsibility in connection with the work under a resulting BPA may be reasonably expected to involve access to such proprietary information, a written agreement, which, in substance, shall provide that such employee will not, during its employment by the Contractor, or thereafter, improperly disclose such data or information.
- h. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any relevant facts required to be disclosed by a resulting BPA, the Government reserves the right to terminate the Task Order for default, disqualify the Contractor for subsequent related contractual efforts, and to pursue such other remedies as may be available under law.
- i. If in compliance with this clause, the Contractor discovers and promptly reports an organizational conflict of interest subsequent to establishment of the BPA, the Task Order CO may choose to undertake termination of the order for convenience of the Government, when such termination is deemed to be in the best interest of the Government.
- j. The Contractor shall hold the Government harmless and will freely indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of any third-party proprietary information by its employees, the employees of Subcontractors', or by its agents.
- k. This provision shall have permanent effect upon any deliverables produced resulting from this statement of work.
- l. Contractors that receive Task Orders to perform studies and/or analysis and provide recommendations to improve the energy efficiency or water conservation of a building are precluded from submitting responses to any subsequent Task Orders to implement its recommendations for the building
- m. Contractors that receive Task Orders to perform Independent Validation and Verification of another contractors work are precluded from performing any other services for the required building under the BPA or any other related contracts.

#### **V.12. Protection of Information**

The Contractor shall be responsible for properly protecting all information used, gathered, or developed as a product of work under a resulting BPA. In addition, the Contractor shall protect all Government data, equipment, etc. by treating the information as sensitive.

Sensitive but unclassified information, data, and/or equipment will only be disclosed to authorized personnel as described in the Task Order. The Contractor shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, and/or equipment is properly protected. When no longer required, this information, data, and/or equipment shall be returned to Government control, destroyed, or held as directed by the Task Order CO. Items returned to the Government shall be hand carried or shipped to the Task Order CO or other designee. When

authorized, the Contractor shall destroy unneeded items by burning, shredding or any other method that precludes the reconstruction of the material.

### **V.13. Inspection and Acceptance**

#### **Place of Inspection and Acceptance**

Inspection and acceptance of all work performance, reports, and other deliverables identified in Task Orders placed under the established BPAs shall be performed by the Contracting Officer's Technical Representative (COTR) designated in each Task Orders.

#### **Scope of Inspection**

All deliverables will be inspected for content, completeness, accuracy, and conformance to Task Order requirements by the designated COTR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the Task Order. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The period required for inspection and acceptance or rejection by the Government will be designated in each Task Order.

#### **Basis of Acceptance**

The basis for acceptance shall be compliance with the requirements set forth in the Task Order, the Contractor's quote and other terms and conditions of the Task Order/BPA. The Contractor shall correct any deliverable items the Government rejects in accordance with the applicable clauses.

The Government will provide a list of all discrepancies, errors or other deficiencies in writing for all deliverable reports, documents and narratives. The Government will accept the deliverable documents when the Contractor makes the required corrections.

The Contractor shall incorporate all of the Government's comments to any deliverable in the succeeding version of the deliverable or demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, or otherwise does not conform to the requirements stated within this Task Order, the document may be immediately rejected without further review and returned to the Contractor for correction and resubmission. If the Contractor requires additional Government guidance to produce an acceptable draft, the Contractor shall arrange a meeting with the designated COTR.

### **Non-conforming Products or Services**

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the Contractor, within the number of days specified in the Task Order at no additional cost to the Government. If the deficiencies cannot be corrected within the identified time period, the Contractor will immediately notify the designated COTR of the reason for the delay and provide a proposed corrective action plan within the number of workdays stipulated by the COTR.

### **V.14. SIN 800-1000 – Other Direct Costs (ODCs)**

Contractors are encouraged to ensure that all contract support items (listed under SIN 800-1000, ODCs) have been awarded to its 03FAC and/or 00CORP Schedule contracts. All contract support items (ODCs) must be listed and priced individually in the schedule contract.

Any GSA Schedule Contract support items proposed under this BPA should be awarded to the Contractor's GSA Schedule contract prior submission of a quote. If proposing GSA Schedule Contract support items, the contractors is required to request that GSA modify its GSA schedule contract with Contract Support Items as soon as they are identified and prior to submitting its response for potential task orders in order to provide the GSA Schedule CO sufficient time to process all modification requests.

## **VI. INCORPORATED DOCUMENTS**

The following documents are hereby incorporated into this BPA:

- Technical/Management Capability submission
- Attachment A – Contractor Performance Metrics
- Attachment B – Monthly Reporting Format
- Attachment C – Labor Categories and Rates (Pricing)
- Attachment D – Invoice Payment Process
- Attachment E – Contractor Teaming Arrangement
- HSPD-12 Operating Procedures - located at <http://gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17114&channelPage=/ep/channel/gsaOverview.jsp&channelId=-25848>



### Attachment A –Performance Metrics for Contractor BPA and Task Order Performance

Metric	Performance Standard	Acceptable Level	Surveillance Method	Evaluation Method
The Recovery Act and BPA dollar volume reports delivered complete and on-time each week/quarter*	Contractor shall deliver all reports on schedule. Contractor shall compile all reports accurately and include all required data elements.	95% of reports delivered meet the standard	Actual delivery date compared to required date. Review of report contents vs. required contents	Review all reports on a regional basis and roll up to national level
Compliance with Subcontracting Goals (large businesses only)*	Cumulative subcontracting totals under BPA task orders meet GSA Schedule contract subcontracting goals	100% of subcontracting goals met	Comparison of reported BPA subcontracting achieved for each business type to GSA Schedule contract subcontracting goals	BPA CO reviews annually
Adherence to schedule*	Contractor shall meet agreed to schedules for milestones and deliverables on all task orders	Meet schedule 95% of the time	Comparison of actual delivery date to agreed upon date after adjustments created by the Government	All deliverables as reported by task order CO
Customer Satisfaction*	Contractor conducts business professionally, minimizes disruption to normal building operations, and completes all task orders to the satisfaction of the on-site customer	Rating of 80% or higher	Customer post project survey	Review of all returned surveys
Job Creation*	Contractor is able to retain and create jobs as proposed	85% of proposed hiring and retention levels	From the Recovery Act required reporting information	Review by BPA CO quarterly
Energy Savings*	Completed projects result in the facilities' ability to achieve energy savings and water conservation goals	Results fully meet E.O. 13423 or its successors' standards one year after project completion	Full measurement of energy and water use for one year after project completion	Comparison of energy use baselines and/or utility bills before and after project

\*The BPA Contracting Officer retains the flexibility to make decisions regarding option extensions based on each contractor's achievement of the performance metrics above.

**Attachment B – Monthly Reporting Volume Format:**

[illegible]

### Attachment C – Labor Categories and Pricing

Insert the appropriate excerpts of the Contractor's Price submission in this attachment.

Contractor Name's BPA price submission dated 10/22/2009 is incorporated as detailed below:

#### BPA Labor Categories

Contractor Name's BPA labor categories, minimum requirements, and representative roles are identified in Table C-1 below. Over the life of this BPA and subsequent task orders, as Contractor Name obtains additional Schedule 03 FAC labor categories and rates, Contractor Name will submit them to the GSA BPA CO to determine if adding the new labor categories to the BPA will benefit the Government.

Labor Category	Description	03FAC or OO CORP Rate	Discounted Rate
Principal	Project Oversight; overall project/staff management	215.00	213.00
Program Manager	Strategic planning for technology programs/activities	171.00	169.00
Sr. Sustainability Specialist	Manager of Sustainability consulting services	150.00	149.00
Sr. Engineer/Architect	Planning, design, systems management	124.00	123.00
Engineer/Architect	Execution of technical tasks	95.00	94.00
Technical Support Team Member:	Specialized technical skills in subject discipline	78.00	77.00
Principal	Leads and directs staff assignments	253.36	228.02
Managing Engineer	Unique functional expertise in subject discipline	147.63	146.15
Project Manager	Technical and personnel management & coordination	109.72	108.62
Laborer	Skilled in equipment maintenance and repair	85.27	84.42
Administrative	Accounting and personnel functions	55.85	55.29

#### Self-certification

Insert Contractor Name self-certification here: **Steven Winter Associates, Inc.**

Insert other pertinent rate and pricing information from the Contractor's technical quote and price submission here

## **Attachment D - Invoice Payment Processes**

### **GSA Orders:**

For GSA orders, unless otherwise specified in the task order, password and electronic invoice access may be obtained through GSA web site [www.finance.gsa.gov](http://www.finance.gsa.gov). Along with submission to Ft Worth finance, a copy shall be sent via email to the COTR and task order Contracting Officer:

Requests for Payments shall be submitted in accordance with the format contained in GSAR 552.232-72, INVOICE REQUIREMENTS (APR 1989), to be considered proper for payment. In addition, the data elements indicated below shall be included on each invoice.

Task order number : ( from GSA Form 300, Block 2).

Paying Number: (ACT/DAC NO.) (From GSA Form 300, Block 4).

The Contractor shall provide the Government with invoice detail in electronic format to be uploaded into the FAS Invoice Tracing database. Since each task order will include different tasks and hours, the Contractor shall work with the FAS to establish a format and procedure for supplying the invoice data.

The Contractor may invoice on a monthly basis. The invoice shall include the period of performance covered by the invoice and the CLIN number and title and Task Order number. All hours and costs shall be reported by CLIN element and Contractor employee, and shall be provided for the current billing month and in total from project inception to date. If teaming or subcontracting is proposed, one consolidated invoice from the prime Contractor shall be submitted in accordance with other terms and conditions of the RFQ. The Contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- Employee name (current and past employees)
- Employee company labor category
- Employee labor category
- Monthly and total cumulative hours worked
- Burdened hourly labor rate
- Cost incurred not billed

### **Non-GSA Task Orders:**

Contractors shall follow the instructions for invoicing and payment for the ordering Agency. The ordering Agency's task order shall include detailed invoicing and billing instructions that follow Agency policy and procedure.

## **Attachment E – Contractor Teaming Arrangement (CTA)**

Under GSA Schedule CTAs, each Contractor has privity of contract with the Government since each holds its own GSA Schedule contract. The prices proposed for each team member's proposed products/services cannot exceed the GSA Schedule contract price for the applicable team member.

GSA Schedule Contractors that have teaming arrangements must develop and submit a CTA document. This will ensure that GSA has a complete understanding of how the CTA will work and help identify areas that need clarification. The following elements will be of interest to the Government:

### **Terms of Arrangement**

The terms of the CTA shall define the whole course of the project. The CTA document shall specify the duration, the Contractors, the responsibilities, and the limitations of the various Contractors.

### **Identify the Parties**

The CTA document shall be in writing and signed by each participating GSA Schedule Contractor.

Each member of the CTA shall be identified by name, address, GSA Schedule contract number, awarded SINS, telephone number, and Point of Contact (POC). The CTA document shall also state the name, identity, and POC for the firm acting as the Team Lead.

The name and address of the Government POC shall be included and the primary points of contact at the Government for specific needs shall be identified. The CTA document shall state that it is solely between the team members and cannot conflict with the terms and conditions of each team member's GSA Schedule contract.

### **Outline Team Activities**

The CTA document shall state the products/services that will be offered by each team member. The CTA shall define the teaming arrangement and identify a primary party responsible for the each activity. If the team member is providing CTA management services, then that shall be clearly outlined in this document.

### **State the Duration of Arrangement**

The duration of the team arrangement shall be specified, including any options and how the options will work.

### **Pricing and Costs**

The CTA document shall specify unit prices or hourly rates and how pricing is calculated. If there is a project management fee divided within the team, it shall be

specified. If there are any award or incentive fees, the CTA document shall explain how they will be divided within the team.

### **Replacement of Team Members**

The CTA document shall address the circumstances and procedures for replacement of team members, including the team lead. The CTA document shall also state that the team shall obtain the approval of the government prior to replacing any team members.

### **Team Responsibilities**

- **Responsibilities of Team Lead**

The CTA document shall outline and specify the duties of the designated team lead at each phase of the project.

- **Responsibilities of Team Members**

The CTA document shall specify and describe the individual duties of the team members. Each of the following items shall be clearly addressed:

- **Invoicing and Payment**

The CTA document shall designate who is responsible for invoicing and payment. While the team lead may submit an invoice on behalf of all team members, GSA recommends that payment be made to each team member. GSA recognizes, however, that there may be instances where it is advantageous to develop the CTA document so that payment is made to the team lead who, in turn, pays each team member. Under such circumstances, the CTA document shall clearly indicate that all team members agree to this method of payment. The CTA document shall also acknowledge that any dispute involving the distribution of payment between the team lead and the team members will be resolved *by the team members*, without any involvement by the government.

- **Reporting of Sales and Industrial Funding Fee (IFF) Payment Responsibility**

The CTA document shall specify that each contractor is responsible for reporting its own sales under its Schedule contract and paying the related IFF to GSA. Each team member will track sales all the way through the system by contract number to respond to the IFF reporting requirements.

- **Independent Contractors**

The CTA document shall state that all team members remain independent Contractors, responsible for its own employees.

- **List of Open Market Items**

The wide range of supplies and services offered by GSA Schedule Contractors should make the need for open market items minimal. Contractors are strongly encouraged to ensure that all contract support items have been awarded to its GSA Schedule contract. Should open market items be required at the Task Order level, all such items must be clearly identified as "open market" items, in accordance with Federal Acquisition

Regulation (FAR) 8.402(f). The Government reserves the right to permit access to all GSA Schedule products and services by the BPA holder(s).

- **Delivery Responsibility**

The CTA document shall state whether the team lead or each team member is responsible for a particular part of the project, so that delivery responsibility is clearly established.

- **Warranties**

The CTA document shall designate who is responsible for resolving such warranty issues as who the government will contact and when; who will come in and correct the problem; and how will compensation be made within the team.

- **Liabilities**

The CTA document shall address each team member's responsibilities and performance requirements so that liability is clearly established.

- **Confidential Information**

The CTA document shall identify any proprietary information and specify how such information will be handled. Subcontracting is acceptable and the contractor will be held responsible as outlined in its GSA Schedule contract.

- **Legal Relationship**

The CTA document shall not create a joint venture or separate subsidiary.

CTA documents shall be submitted in writing from each team. Each team member will be responsible for the supplying, and price/discount of each item.

"NOTE: To find other GSA Schedule Contractors by using Schedules e-library, access the link below:

Visit the GSA Home Page, <http://www.gsa.gov/elibrary>. Optimally, look for Contractors that will help comprise a team that provides all of the required SINs for a specific region or regions.

For more information on Contractor Teaming Arrangements, use the link below:

<http://www.gsa.gov/cta>





- Description of Work
- Ordering CO Name and Phone Number/E-Mail Address
- Period of Performance
- Firm Fixed Price (Y/N)
- Other Than FFP/Funded Amount
- Recovery Act-related (Y/N)
- Description of Material Modifications (scope changes, funding increases, etc.)
- Energy Consumption Progress

The Contractor report (Attachment B) shall include these and other fields as required, including energy reduction, if required by the BPA Contracting Officer. Additional reporting fields may be added, at no additional cost.

Finally, for orders utilizing the Recovery Act funds, the Contractor shall report the following information on a quarterly basis as required by the Recovery Act. The contractor shall follow the instructions and enter the required data on [www.FederalReporting.gov](http://www.FederalReporting.gov).

- BPA number and Task Order number
- Amount of recovery funds invoiced during the reporting period
- List of significant services and supplies
- Program or Project title
- Description of purpose and outcomes
- Assessment of progress (not started, <50%, 50% >50%, completed)
- Description of employment impact – number and type of jobs created and retained
- Names and total compensation of five highest compensated officers of the contractor during the contractor's FY of award if total contracts are greater than \$25 million and represents at least 80% of revenue and not otherwise publically available
- Information on first-tier sub contractors (Name, DUNS, address, subcontract amount, date, description of products and services, compensation (same as above))

Note that the Recovery Act reporting requirements may change when FederalReporting.gov is complete.

## **V. ADDITIONAL TERMS AND CONDITIONS**

### **V.1. General**

The Contractor shall comply with all terms and conditions of the awarded GSA Schedule contract under this BPA and orders issued against the BPA. The terms and conditions of the Contractor's GSA Schedule contract shall prevail over the BPA and Task Orders, except to the extent that lower prices established in the resulting BPA or Task Orders take precedence over the GSA Schedule contract higher prices.

The terms and conditions in this BPA apply to all orders placed pursuant to it. In the event of an inconsistency between the provisions of the BPA and Task Orders, the provisions of this BPA will take precedence.

BPAs do not obligate funds. The Government is obligated only to the extent of authorized orders made under the BPAs. It is the responsibility of the individual ordering entities under the BPAs to ensure adequate funds are available. There is no limit on the dollar value of orders made under the resultant BPAs. The maximum order limitation in the GSA Schedule contract is for determining discounts and does not limit the dollar value of an order.

### **V.2. Period of Performance**

The period of performance will be no longer than five (5) years, consisting of a maximum one-year base period and two (2) one-year option periods; Contractors may earn up to two (2) additional 1-year option periods based on outstanding performance against the performance metrics and standards outlined in the Attachment A – Metrics for Contractor BPA and Task Order Performance. The Government may not exercise the option of Contractors that do not attain the performance standards. The estimated period of performance is provided below, though the dates are subject to change based on date of BPA establishment.

Base Year	Date of BPA Establishment through December 31, 2010
Option Year 1:	January 1, 2011 – December 31, 2011
Option Year 2:	January 1, 2012 – December 31, 2012
Option Year 3:	January 1, 2013 – December 31, 2013 (optional based on performance)
Option Year 4:	January 1, 2014 – December 31, 2014 (optional based on performance)

The target date for BPA establishment is December 31, 2009. BPAs established with new contractors will have an initial base period of performance that covers the period between the date the BPA is established and the next review date for all BPAs. This will allow the Government to complete all BPAs at the same time. The BPA period of performance duration is based on FAR Subpart 8.405-3(4) (b) (3) (c).

A BPA may extend beyond the current term of the BPA holder's GSA Schedule contract, as long as there are options in the associated GSA Schedule contract that, if exercised, will cover the BPA's period of performance. The Government may unilaterally extend the term of the BPA by written notice to the Contractor(s) at any time prior to expiration of the current period of performance. The Government reserves the right to add new contractors to the BPA at any time if it is in the Government's best interest.

The Contractor shall notify the BPA CO no less than sixty (60) days prior to the expiration of the Contractor's GSA Schedule 03FAC or 00CORP contract that its contract is about to expire. The BPA will not extend beyond the final expiration of the Contractor's GSA Schedule 03FAC contract.

Termination procedures for Task Orders are addressed in the underlying schedule contract for each BPA. Based on price and performance, the Government will determine if the BPA remains in its best interest.

The government will use the metrics in Attachment A to cancel BPAs of under-performing contractors and incentivize high-performing contractors. The Government will cancel BPAs by:

- Allowing BPAs to expire instead of exercising an option to renew
- Cancelling the BPAs under the provisions identified in the RFQ – The Government expects the Contractor to meet the performance standards described in Attachment A. At a minimum, the Government will review a contractor's performance annually against the performance standards. If the contractor is not able to meet the performance standards, the Government reserves the right to cancel the BPA as it may no longer represent the best-value to the Government in accordance with FAR Subpart 8.403 (d)(3)(d).
- Taking other actions that may be permitted under the BPA's terms and conditions.

Individual ordering activities will specify in each Task Order issued the process for assessing contractor work performance on a periodic basis. Individual Task Orders will also specify the corrective action the ordering activity will take if contractor performance is unsatisfactory. At a minimum, the ordering activity shall use the metrics specified in Attachment A to assess performance monthly.

### **V.3. Authorized Users**

Any GSA CO or any warranted CO from a Federal agency, acting within the scope of his or her delegated procurement authority, may place orders against this BPA. Authorized users may place orders via any means available, including email, facsimile, or in writing.

### **V.4. Invoicing and Payment**

Invoicing and payment will be handled in accordance with the terms and conditions of the Contractor's GSA Schedule 03FAC or 00CORP contract, and as specified in the Contractor's Contractor Teaming Arrangement (CTA), where applicable. Details regarding payment will be

identified in each Task Order. Attachment D provides details for invoicing and payment for GSA issued Task Orders.

## **V.5. Travel**

All travel costs associated with the performance of specific Task Orders will be reimbursed in accordance with the Federal Travel Regulations (FTR) and the terms and conditions of the underlying Schedule contract. As such, estimated allowable and allocable travel costs shall not be included in any proposed lump sum price. Costs incurred for transportation and per diem (lodging, meals and incidental expenses) shall be billed in accordance with the regulatory implementation of Public Law 99-234, FAR Subpart 31.205-46 Travel Costs, and the contractor's cost accounting system. These costs are directly reimbursable by the government.

The Contractor shall obtain approval from the Task Order CO, or his/her designee, in writing, of the requirement for reimbursement of transportation and per diem expenses, prior to traveling. This approval shall include a "not to exceed" estimate of these proposed costs. The Government shall not be charged G&A fees for any travel, unless other procedures are specified in the underlying schedule contract. Contractors shall be reimbursed only for incurred costs at or below the "not to exceed" estimate.

Costs for transportation, lodging, meals, and incidental expenses incurred by Contractor personnel on official company business are allowable subject to the limitations contained in FAR Subpart 31.205-46 Travel Costs.

## **V.6. Price Adjustments**

At no time shall BPA prices exceed awarded prices on the Contractor's GSA Schedule 03FAC or 00CORP contract. The discount pricing relationship established between the GSA Schedule 03FAC or 00CORP rates and the BPA rates at time of BPA establishment shall be maintained throughout the life of the BPA. The Contractor may offer lower prices in individual Task Orders.

If, following approval by the GSA Schedule CO, prices are increased on the Contractor's Schedule contract, the Contractor must notify the BPA CO of any resultant change(s) that affect the BPA. Following this notification, the Contractor may request BPA price increases based on the supporting data supplied by the Contractor to the GSA Schedule CO for the Schedule price increases. Any requested BPA price increases must be approved by the BPA CO. BPA price increases will apply to orders on or after the date that the price increase is incorporated into the BPA, but will not apply retroactively. Contractors may not request price increases within the first six months of BPA establishment.

Any price decreases made to the Schedule contract shall be immediately effective for this BPA and identified immediately to the BPA CO. BPA price decreases shall be based on the same percentage from the Contractor's Schedule contract price list on which the BPA pricing is based.

BPA price changes will not affect ongoing Task Orders unless provided for at the time of Task Order award or as agreed to by the Task Order CO.

#### **V.7. Security**

The Contractor shall comply with the GSA Standard Operating Procedures under HSPD-12. The purpose of HSPD-12 is to establish a common identification standard for Federal Employees and Contractors, when Task Order performance requires routine access to a federally controlled facility and/or routine access to a federally controlled information system. The Contractor shall be responsible for the cost of complying with HSPD-12. GSA prefers personnel with existing or pre-approved clearances. Please review CIO P 2181.1 GSA HSPD-12 Handbook at the following Website for additional information and requirements:

<http://gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17114&channelPage=/ep/channel/gsaOverview.jsp&channelId=-25848>

Additional clearances may be required at the Task Order level.

#### **V.8. Administrative Considerations**

The GSA BPA CO is the only person authorized to make or approve any changes to the requirements or terms and conditions contained in the BPA. In the event the Contractor makes any BPA changes at the direction of any person other than the BPA CO, the change will be considered to have been made without authority and no adjustment will be made to cover any increase in cost incurred as a result thereof.

The GSA points of contact for the administration of this BPA are: (insert GSA BPA level POC information here)

Additional regional points of contact or federal government agency contract officials may be specified after BPA establishment. The Contractor may be asked to provide required BPA deliverables to these points of contact as well.

A separate Task Order CO will be assigned before the performance of each Task Order under this BPA. The Task Order CO will be responsible for administering the applicable Task Order.

The administrative points of contact for the contractor are: (insert contractor POC information here)

#### **V.9. Regional Kickoff Meetings**

The Government may require the contractor to attend regional kickoff meetings within 60 days of BPA establishment. Each region has the option to set the agenda and conduct the meeting. In

instances where a single firm receives BPAs for multiple regions, the Government will consider reimbursement of travel expenses for non-local travel to ensure full contractor participation.

#### **V.10. Confidentiality and Nondisclosure**

Contractor-generated preliminary and final deliverables, all associated working papers, and other material the Government deems relevant in the performance of Task Order are the property of the U.S. Government and must be submitted to the Task Order CO upon request but no later than the conclusion of the Task Order.

All documents produced for this project are the property of the U.S. Government and cannot be reproduced, or retained by the Contractor. All appropriate project documentation will be given to the Government during or at the conclusion of this BPA. The Contractor shall not release any information without the written consent of the Task Order CO.

Personnel working on any of the described tasks may be required to sign formal non-disclosure and/or conflict of interest agreements to guarantee the protection and integrity of Government and/or Contractor information and documents. The Contractor shall not release, communicate or otherwise disseminate information to any other parties without the written consent of the Task Order CO.

#### **V.11. Organizational and Personal Conflict of Interest**

- a. It is recognized by the parties hereto that the effort to be performed by the Contractor under this BPA and its resultant Task Orders includes program integration and project management support services that involve technical direction; input to preparation of specifications and scopes of work; assistance to the Government during technical evaluations of other Contractors' offers and products; and access to third-party proprietary information. Such activities create a significant potential for certain conflicts of interest, as set forth in FAR Subparts 9.505-1, 9.505-2, 9.505-3, and 9.505-4.
- b. Performance of this contract creates potential organizational conflicts of interest such as are contemplated by FAR Subpart 9.505.
- c. It is the intention of the parties hereto to prevent both the potential for bias in connection with the Contractor's performance of this BPA, as well as the creation of any unfair competitive advantage because of knowledge gained through access to third-party proprietary information.
- d. Participation in any acquisition or effort related to deliverables under this statement of work, without express written approval from the Task Order CO, shall be prohibited.
- e. Subcontractors will also be subject to the restrictions identified above.
- f. Whenever performance under a resulting BPA requires access to another Contractor's proprietary information, the Contractors shall 1) enter into a written agreement with the other entities involved, as appropriate, in order to protect such proprietary information from unauthorized use or disclosure for as long as it remains proprietary; and 2) refrain from using such proprietary information other than as agreed to, for example to provide assistance during technical evaluation of other Contractors' offers or products under a

resulting order. An executed copy of all proprietary information agreements by individual personnel or on a corporate basis shall be furnished to both the BPA CO and the Task Order CO within fifteen (15) calendar days of execution.

- g. In addition, the Contractor shall obtain from each of its employees, whose anticipated responsibility in connection with the work under a resulting BPA may be reasonably expected to involve access to such proprietary information, a written agreement, which, in substance, shall provide that such employee will not, during its employment by the Contractor, or thereafter, improperly disclose such data or information.
- h. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any relevant facts required to be disclosed by a resulting BPA, the Government reserves the right to terminate the Task Order for default, disqualify the Contractor for subsequent related contractual efforts, and to pursue such other remedies as may be available under law.
- i. If in compliance with this clause, the Contractor discovers and promptly reports an organizational conflict of interest subsequent to establishment of the BPA, the Task Order CO may choose to undertake termination of the order for convenience of the Government, when such termination is deemed to be in the best interest of the Government.
- j. The Contractor shall hold the Government harmless and will freely indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of any third-party proprietary information by its employees, the employees of Subcontractors', or by its agents.
- k. This provision shall have permanent effect upon any deliverables produced resulting from this statement of work.
- l. Contractors that receive Task Orders to perform studies and/or analysis and provide recommendations to improve the energy efficiency or water conservation of a building are precluded from submitting responses to any subsequent Task Orders to implement its recommendations for the building
- m. Contractors that receive Task Orders to perform Independent Validation and Verification of another contractors work are precluded from performing any other services for the required building under the BPA or any other related contracts.

## **V.12. Protection of Information**

The Contractor shall be responsible for properly protecting all information used, gathered, or developed as a product of work under a resulting BPA. In addition, the Contractor shall protect all Government data, equipment, etc. by treating the information as sensitive.

Sensitive but unclassified information, data, and/or equipment will only be disclosed to authorized personnel as described in the Task Order. The Contractor shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, and/or equipment is properly protected. When no longer required, this information, data, and/or equipment shall be returned to Government control, destroyed, or held as directed by the Task Order CO. Items returned to the Government shall be hand carried or shipped to the Task Order CO or other designee. When

authorized, the Contractor shall destroy unneeded items by burning, shredding or any other method that precludes the reconstruction of the material.

## **V.13. Inspection and Acceptance**

### **Place of Inspection and Acceptance**

Inspection and acceptance of all work performance, reports, and other deliverables identified in Task Orders placed under the established BPAs shall be performed by the Contracting Officer's Technical Representative (COTR) designated in each Task Orders.

### **Scope of Inspection**

All deliverables will be inspected for content, completeness, accuracy, and conformance to Task Order requirements by the designated COTR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the Task Order. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The period required for inspection and acceptance or rejection by the Government will be designated in each Task Order.

### **Basis of Acceptance**

The basis for acceptance shall be compliance with the requirements set forth in the Task Order, the Contractor's quote and other terms and conditions of the Task Order/BPA. The Contractor shall correct any deliverable items the Government rejects in accordance with the applicable clauses.

The Government will provide a list of all discrepancies, errors or other deficiencies in writing for all deliverable reports, documents and narratives. The Government will accept the deliverable documents when the Contractor makes the required corrections.

The Contractor shall incorporate all of the Government's comments to any deliverable in the succeeding version of the deliverable or demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, or otherwise does not conform to the requirements stated within this Task Order, the document may be immediately rejected without further review and returned to the Contractor for correction and resubmission. If the Contractor requires additional Government guidance to produce an acceptable draft, the Contractor shall arrange a meeting with the designated COTR.



### **Non-conforming Products or Services**

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the Contractor, within the number of days specified in the Task Order at no additional cost to the Government. If the deficiencies cannot be corrected within the identified time period, the Contractor will immediately notify the designated COTR of the reason for the delay and provide a proposed corrective action plan within the number of workdays stipulated by the COTR.

### **V.14. SIN 800-1000 – Other Direct Costs (ODCs)**

Contractors are encouraged to ensure that all contract support items (listed under SIN 800-1000, ODCs) have been awarded to its 03FAC and/or 00CORP Schedule contracts. All contract support items (ODCs) must be listed and priced individually in the schedule contract.

Any GSA Schedule Contract support items proposed under this BPA should be awarded to the Contractor's GSA Schedule contract prior submission of a quote. If proposing GSA Schedule Contract support items, the contractors is required to request that GSA modify its GSA schedule contract with Contract Support Items as soon as they are identified and prior to submitting its response for potential task orders in order to provide the GSA Schedule CO sufficient time to process all modification requests.

## **VI. INCORPORATED DOCUMENTS**

The following documents are hereby incorporated into this BPA:

- Technical/Management Capability submission
- Attachment A – Contractor Performance Metrics
- Attachment B – Monthly Reporting Format
- Attachment C – Labor Categories and Rates (Pricing)
- Attachment D – Invoice Payment Process
- Attachment E – Contractor Teaming Arrangement
- HSPD-12 Operating Procedures - located at <http://gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=17114&channelPage=/ep/channel/gsaOverview.jsp&channelId=-25848>

## Attachment A –Performance Metrics for Contractor BPA and Task Order Performance

Metric	Performance Standard	Acceptable Level	Surveillance Method	Evaluation Method
The Recovery Act and BPA dollar volume reports delivered complete and on-time each week/quarter*	Contractor shall deliver all reports on schedule. Contractor shall compile all reports accurately and include all required data elements.	95% of reports delivered meet the standard	Actual delivery date compared to required date. Review of report contents vs. required contents	Review all reports on a regional basis and roll up to national level
Compliance with Subcontracting Goals (large businesses only)*	Cumulative subcontracting totals under BPA task orders meet GSA Schedule contract subcontracting goals	100% of subcontracting goals met	Comparison of reported BPA subcontracting achieved for each business type to GSA Schedule contract subcontracting goals	BPA CO reviews annually
Adherence to schedule*	Contractor shall meet agreed to schedules for milestones and deliverables on all task orders	Meet schedule 95% of the time	Comparison of actual delivery date to agreed upon date after adjustments created by the Government	All deliverables as reported by task order CO
Customer Satisfaction*	Contractor conducts business professionally, minimizes disruption to normal building operations, and completes all task orders to the satisfaction of the on-site customer	Rating of 80% or higher	Customer post project survey	Review of all returned surveys
Job Creation*	Contractor is able to retain and create jobs as proposed	85% of proposed hiring and retention levels	From the Recovery Act required reporting information	Review by BPA CO quarterly
Energy Savings*	Completed projects result in the facilities' ability to achieve energy savings and water conservation goals	Results fully meet E.O. 13423 or its successors' standards one year after project completion	Full measurement of energy and water use for one year after project completion	Comparison of energy use baselines and/or utility bills before and after project

\*The BPA Contracting Officer retains the flexibility to make decisions regarding option extensions based on each contractor's achievement of the performance metrics above.

**Attachment B – Monthly Reporting Volume Format:**[illegible]

### **Attachment C – Labor Categories and Pricing**

Insert the appropriate excerpts of the Contractor's Price submission in this attachment.

Contractor Name's BPA price submission dated \_\_\_\_\_ is incorporated as detailed below:

#### **BPA Labor Categories**

Contractor Name's BPA labor categories, minimum requirements, and representative roles are identified in Table C-1 below. Over the life of this BPA and subsequent task orders, as Contractor Name obtains additional Schedule 03 FAC labor categories and rates, Contractor Name will submit them to the GSA BPA CO to determine if adding the new labor categories to the BPA will benefit the Government.

<b>Labor Category</b>	<b>Description</b>	<b>03FAC or OO CORP Rate</b>	<b>Discounted Rate</b>

#### *Self-certification*

Insert Contractor Name self-certification here:

Insert other pertinent rate and pricing information from the Contractor's technical quote and price submission here

## **Attachment D - Invoice Payment Processes**

### **GSA Orders:**

For GSA orders, unless otherwise specified in the task order, password and electronic invoice access may be obtained through GSA web site [www.finance.gsa.gov](http://www.finance.gsa.gov). Along with submission to Ft Worth finance, a copy shall be sent via email to the COTR and task order Contracting Officer:

Requests for Payments shall be submitted in accordance with the format contained in GSAR 552.232-72, INVOICE REQUIREMENTS (APR 1989), to be considered proper for payment. In addition, the data elements indicated below shall be included on each invoice.

Task order number : ( from GSA Form 300, Block 2).

Paying Number: (ACT/DAC NO.) (From GSA Form 300, Block 4).

The Contractor shall provide the Government with invoice detail in electronic format to be uploaded into the FAS Invoice Tracing database. Since each task order will include different tasks and hours, the Contractor shall work with the FAS to establish a format and procedure for supplying the invoice data.

The Contractor may invoice on a monthly basis. The invoice shall include the period of performance covered by the invoice and the CLIN number and title and Task Order number. All hours and costs shall be reported by CLIN element and Contractor employee, and shall be provided for the current billing month and in total from project inception to date. If teaming or subcontracting is proposed, one consolidated invoice from the prime Contractor shall be submitted in accordance with other terms and conditions of the RFQ. The Contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- Employee name (current and past employees)
- Employee company labor category
- Employee labor category
- Monthly and total cumulative hours worked
- Burdened hourly labor rate
- Cost incurred not billed

### **Non-GSA Task Orders:**

Contractors shall follow the instructions for invoicing and payment for the ordering Agency. The ordering Agency's task order shall include detailed invoicing and billing instructions that follow Agency policy and procedure.

## **Attachment E – Contractor Teaming Arrangement (CTA)**

Under GSA Schedule CTAs, each Contractor has privity of contract with the Government since each holds its own GSA Schedule contract. The prices proposed for each team member's proposed products/services cannot exceed the GSA Schedule contract price for the applicable team member.

GSA Schedule Contractors that have teaming arrangements must develop and submit a CTA document. This will ensure that GSA has a complete understanding of how the CTA will work and help identify areas that need clarification. The following elements will be of interest to the Government:

### **Terms of Arrangement**

The terms of the CTA shall define the whole course of the project. The CTA document shall specify the duration, the Contractors, the responsibilities, and the limitations of the various Contractors.

### **Identify the Parties**

The CTA document shall be in writing and signed by each participating GSA Schedule Contractor.

Each member of the CTA shall be identified by name, address, GSA Schedule contract number, awarded SINS, telephone number, and Point of Contact (POC). The CTA document shall also state the name, identity, and POC for the firm acting as the Team Lead.

The name and address of the Government POC shall be included and the primary points of contact at the Government for specific needs shall be identified. The CTA document shall state that it is solely between the team members and cannot conflict with the terms and conditions of each team member's GSA Schedule contract.

### **Outline Team Activities**

The CTA document shall state the products/services that will be offered by each team member. The CTA shall define the teaming arrangement and identify a primary party responsible for the each activity. If the team member is providing CTA management services, then that shall be clearly outlined in this document.

### **State the Duration of Arrangement**

The duration of the team arrangement shall be specified, including any options and how the options will work.

### **Pricing and Costs**

The CTA document shall specify unit prices or hourly rates and how pricing is calculated. If there is a project management fee divided within the team, it shall be

specified. If there are any award or incentive fees, the CTA document shall explain how they will be divided within the team.

### **Replacement of Team Members**

The CTA document shall address the circumstances and procedures for replacement of team members, including the team lead. The CTA document shall also state that the team shall obtain the approval of the government prior to replacing any team members.

### **Team Responsibilities**

- **Responsibilities of Team Lead**

The CTA document shall outline and specify the duties of the designated team lead at each phase of the project.

- **Responsibilities of Team Members**

The CTA document shall specify and describe the individual duties of the team members. Each of the following items shall be clearly addressed:

- **Invoicing and Payment**

The CTA document shall designate who is responsible for invoicing and payment. While the team lead may submit an invoice on behalf of all team members, GSA recommends that payment be made to each team member. GSA recognizes, however, that there may be instances where it is advantageous to develop the CTA document so that payment is made to the team lead who, in turn, pays each team member. Under such circumstances, the CTA document shall clearly indicate that all team members agree to this method of payment. The CTA document shall also acknowledge that any dispute involving the distribution of payment between the team lead and the team members will be resolved *by the team members*, without any involvement by the government.

- **Reporting of Sales and Industrial Funding Fee (IFF) Payment Responsibility**

The CTA document shall specify that each contractor is responsible for reporting its own sales under its Schedule contract and paying the related IFF to GSA. Each team member will track sales all the way through the system by contract number to respond to the IFF reporting requirements.

- **Independent Contractors**

The CTA document shall state that all team members remain independent Contractors, responsible for its own employees.

- **List of Open Market Items**

The wide range of supplies and services offered by GSA Schedule Contractors should make the need for open market items minimal. Contractors are strongly encouraged to ensure that all contract support items have been awarded to its GSA Schedule contract. Should open market items be required at the Task Order level, all such items must be clearly identified as "open market" items, in accordance with Federal Acquisition

Regulation (FAR) 8.402(f). The Government reserves the right to permit access to all GSA Schedule products and services by the BPA holder(s).

- **Delivery Responsibility**

The CTA document shall state whether the team lead or each team member is responsible for a particular part of the project, so that delivery responsibility is clearly established.

- **Warranties**

The CTA document shall designate who is responsible for resolving such warranty issues as who the government will contact and when; who will come in and correct the problem; and how will compensation be made within the team.

- **Liabilities**

The CTA document shall address each team member's responsibilities and performance requirements so that liability is clearly established.

- **Confidential Information**

The CTA document shall identify any proprietary information and specify how such information will be handled. Subcontracting is acceptable and the contractor will be held responsible as outlined in its GSA Schedule contract.

**Legal Relationship**

The CTA document shall not create a joint venture or separate subsidiary.

CTA documents shall be submitted in writing from each team. Each team member will be responsible for the supplying, and price/discount of each item.

"NOTE: To find other GSA Schedule Contractors by using Schedules e-library, access the link below:

Visit the GSA Home Page, <http://www.gsa.gov/elibrary>. Optimally, look for Contractors that will help comprise a team that provides all of the required SINs for a specific region or regions.

For more information on Contractor Teaming Arrangements, use the link below:

<http://www.gsa.gov/cta>



